

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: All

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR PRINTING AND MAILING THE DAVIE UPDATE.

REPORT IN BRIEF: A competitive bid was conducted for printing the Davie Update and mailing each issue to the residents. The Town sent out specifications to twelve (12) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received five (5) bids. The recommendation is for Miami Offset as the lowest responsive and responsible bidder for printing services and Gilmore Associates, Inc. as the lowest responsive and responsible bidder for mailing services. The initial term is one (1) year with an option to extend the contract for two (2) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Special Projects Director and the Bid Specification Committee who concur with the decision to award to Miami Offset for printing and Gilmore Associates, Inc. for mailing.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$40,218.00/yr.

Account Name: Special Events-Contractual Services Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Bid Tabulation

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR PRINTING AND MAILING THE DAVIE UPDATE.

WHEREAS, the Town is in need of printing and mailing services to produce the Davie Update and distribute each issue to the residents; and

WHEREAS, the Town solicited sealed bids for such printing and mailing services; and

WHEREAS, after review, the Town Council wishes to accept the bids from Miami Offset and Gilmore Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid from Miami Offset for printing the Davie Update and the bid from Gilmore Associates, Inc. for mailing the Davie Update at the unit prices identified in Attachment "A".

SECTION 2. The Town Council hereby authorizes the expenditure from the Special Events-Contractual Services Account.

SECTION 3 The initial term is one (1) year with an option to extend the contract for two (2) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

| ACCOUNT NUMBER. | BUDGET ITEM & DESCRIPTION | APPROXIMATE COST |
|-------------------|------------------------------------|------------------|
| 001-0808-572-0306 | Davie Update Printing and Labeling | \$40,218.00 |

METHOD OF PROCUREMENT (check the one that applies)

- ☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed Bair Stedij
Department Head

Have Funds been Reserve YES FY 2003/2004

Date 8/25/03 Signed B Stedij

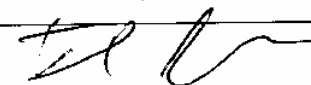
Signed _____
Town Administrator

BIDS

| VENDOR | SUBMITTED | COST |
|----------------------------|-----------|------------|
| MIAMI OFFSET | } | SEE |
| CENTRAL FLORIDA PUBLISHING | | ATTACHED |
| SUN-SENTINEL DIRECT | | BID |
| GILMORE ASSOCIATES | | TABULATION |
| LCS DIRECT MAIL | | |
| | | |
| | | |
| | | |
| | | |

Signed _____
Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

| Vendor | | Cost |
|------------------------------|---|---|
| MIAMI OFFSET (PRINTING) | } | SEE ATTACHED |
| GILMORE ASSOCIATES (MAILING) | | BID TABULATION |
| Signed _____ | |  Town Administrator |

| | A | B | C | D | E | F |
|----|-------------------------------------|------------|------------------------------------|-----------|---------|------------|
| 1 | | | | | | |
| 2 | | | PRINTING & MAILING TOWN NEWSLETTER | | | |
| 3 | | | | | | |
| 4 | | MIAMI | CENT. FLA | SUN-SENT. | GILMORE | LCS DIRECT |
| 5 | | OFFSET | PUBLISHING | DIRECT | ASSOC | MAIL |
| 6 | | | | | | |
| 7 | SECTION A-PRINTING | | | | | |
| 8 | 16 PAGE ISSUE | | | | | |
| 9 | 4 COLOR FRONT, BACK & CENTER SPREAD | \$5,356.00 | \$6,100.00 | | | |
| 10 | 2 COLOR INSIDE | \$0.00 | \$0.00 | | | |
| 11 | ADDITIONAL 1,000 COPIES | \$118.00 | \$150.00 | | | |
| 12 | DELIVERY CHARGE | \$0.00 | \$0.00 | | | |
| 13 | 20 PAGE ISSUE | | | | | |
| 14 | 4 COLOR FRONT, BACK & CENTER SPREAD | \$6,412.00 | \$7,000.00 | | | |
| 15 | 2 COLOR INSIDE | \$0.00 | \$0.00 | | | |
| 16 | ADDITIONAL 1,000 COPIES | \$145.00 | \$170.00 | | | |
| 17 | DELIVERY CHARGE | \$0.00 | \$0.00 | | | |
| 18 | | | | | | |
| 19 | SECTION B-TRANSFER TO FILM | | | | | |
| 20 | 16 PAGE ISSUE | | | | | |
| 21 | 4 COLOR FRONT, BACK & CENTER SPREAD | | \$0.00 | | | |
| 22 | 20 PAGE ISSUE | | | | | |
| 23 | 4 COLOR FRONT, BACK & CENTER SPREAD | | \$0.00 | | | |
| 24 | | | | | | |
| 25 | PHOTOGRAPHS-COLOR SEPARATIONS | | | | | |
| 26 | 2 X 3 | | \$0.00 | | | |
| 27 | 4 X 4 | | \$0.00 | | | |
| 28 | 4 X 6 | | \$0.00 | | | |
| 29 | 5 X 6 | | \$0.00 | | | |
| 30 | 5 X 7 | | \$0.00 | | | |
| 31 | 6 X 8 | | \$0.00 | | | |
| 32 | 6 X 9 | | \$0.00 | | | |
| 33 | 7 X 9 | | \$0.00 | | | |
| 34 | 8 X 10 | | \$0.00 | | | |
| 35 | 10 X 12 | | \$0.00 | | | |
| 36 | 9 X 11 | | \$0.00 | | | |
| 37 | | | | | | |
| 38 | MONOTONE SCANNER HALFTONES | | | | | |
| 39 | 1 X 2/2 X 3 | | \$0.00 | | | |
| 40 | 3 X 5/4 X 5 | | \$0.00 | | | |
| 41 | 5 X 7/6 X 9 | | \$0.00 | | | |
| 42 | 8 X 10/10 X 12 | | \$0.00 | | | |
| 43 | | | | | | |
| 44 | ELECTRONIC PRE PRESS | | | | | |
| 45 | PRE PRESS | | \$0.00 | | | |
| 46 | | | | | | |
| 47 | | | | | | |
| 48 | | | | | | |
| 49 | | | | | | |
| 50 | | | | | | |
| 51 | | | | | | |
| 52 | | | | | | |
| 53 | | | | | | |

| | A | B | C | D | E | F |
|----|---------------------------------------|--------|------------|-------------|-----------|------------|
| 54 | | MIAMI | CENT. FLA | SUN-SENT. | GILMORE | LCS DIRECT |
| 55 | | OFFSET | PUBLISHING | DIRECT | ASSOC | MAIL |
| 56 | | | | | | |
| 57 | SECTION C-HANDLING AND MAILING | | | | | |
| 58 | COMPLETE SERVICE PER SPEC | | \$60.00/M | | \$30.00/M | \$35.00/M |
| 59 | | | | | | |
| 60 | ALT. BID 1-SECTIONS A + B | | | | | |
| 61 | 16 PAGE TOTAL PER SPEC | | \$6,100.00 | | | |
| 62 | 20 PAGE TOTAL PER SPEC | | \$7,000.00 | | | |
| 63 | ADDITIONAL 1000 COPIES | | \$160.00 | | | |
| 64 | DELIVERY CHARGE | | \$0.00 | | | |
| 65 | | | | | | |
| 66 | ALT. BID 2-SECTIONS A+B+C | | | | | |
| 67 | 16 PAGE TOTAL PER SPEC | | \$8,500.00 | \$9,883.60 | | |
| 68 | 20 PAGE TOTAL PER SPEC | | \$9,400.00 | \$11,654.79 | | |
| 69 | ADDITIONAL 1000 COPIES | | \$220.00 | \$200-\$244 | | |
| 70 | DELIVERY CHARGE | | \$0.00 | | | |

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